

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

INSTRUCTIONS FOR FILLING OUT THE NRCS-CPA-1200
(undated version taken from the OMB web site on 2/10/12)
for the Farm and Ranch Lands Protection Program (FRPP)

Owners of parcels being considered for funding fill out the CPA-1200.

The cooperating entity does not fill out a CPA-1200 for the owners of the parcels.

1. Check Farm and Ranch Lands Protection Program (FRPP)
 - a. OMB left out Farm and Ranch Lands Protection Program on the form. Please write it in the blank.
2. Check Yes or No. If you answer no, you must establish records.
 - a. These are the Sodbuster, Swampbuster, and Adjusted Gross Income (CCC-931) forms that must be filled out and submitted to the Farm Services Agency (FSA) through the USDA Service Center.
 - b. Farm Records are for the applicant, who is the landowner, not the operator. In many cases the land is rented out, but it is the owner of the land that must meet the eligibility requirements.
3. Check individual, entity, or joint operation. Enter legal name of individual, entity, or joint operation. Enter tax number.
 - a. If the application is an entity such as a Trust and applying with a Social Security Number, the applicant CANNOT do business with USDA as an Individual AND as a Trust. If an applicant wishes to apply as a trust, and maintain their individual business with USDA, they will need to get an Employer Tax Identification Number (EIN) from the IRS. Individuals applying as a trust who have no other business with USDA may use their social security number for the trust.
 - b. Michigan is a dower rights state which means than a married woman has an interest in any property owned by her husband, regardless of when the property was acquired or whether she is specifically named on the deed. For this reason, husbands and wives need to both sign the application and meet the all eligibility requirements including adjusted gross income and farm records.
 - c. If the applicant is an entity and does not have a CCC-902E already on file with FSA, the entity must submit a CCC-901 showing all members of the entity down to the last individual. Each individual member of the entity must meet all

eligibility requirements for USDA program. This means that each entity member must fill out or have on file individual AD1026 and CCC-931 with FSA.

4. Enter Dun and Bradstreet Data Universal Numbering System (DUNS).
 - a. **A Dun & Bradstreet Data Universal Numbering System (DUNS) number is necessary for federal grants or contracts to entities equal to or more than \$25,000.**
 - b. *Information is available at <http://fedgov.dnb.com/webform/displayHomePage.do>*
 - c. **Entry is not optional .**
 - d. The space on the CCC-1200 is only for participants (landowners) applying as an entity.
 - e. A trust whereby the Social Security number is the tax ID for the trust are **NOT** required to obtain a DUNS number. Trusts that have a separate Employee Identification Number **ARE** required to have a DUNS number.
 - f. The cooperating entity (township, conservancy) must also have a DUNS number but do not record that number on the CCC-1200. That space is for the participant.
5. Check Crop Production and/or Livestock Production and Types of Crop or Livestock.
6. Check Private Land. If the land is Public Land or Indian Land, it is not eligible for the Farm and Ranch Lands Protection Program.
7. Deed or other evidence of land ownership required.
 - a. Provide with the application a copy of the deed showing ownership.
8. Check Yes or No. If Yes, complete information for Program, Year, Tracts, Fields
9. Response is not required. No funds are targeted for those participant groups.
10. Response is not required. The question applies only to EQIP.
11. Response is not required. The question applies only to EQIP.
12. Response is not required. There is not an Appendix for FRPP.

List and definition of forms listed above

NRCS-CPA-1200 (Instructions) 2/10/2012

CCC-901 MEMBER INFORMATION	Needed only for an <u>entity</u> that does not already have a CCC-902E on file with FSA for other Farm Bill Programs.
CCC-902E FARM OPERATING PLAN FOR AN ENTITY	Needed for entities that have business with FSA Farm Bill Programs.
AD-1026	Needed form to self certify compliance with the Highly Erodible and Wetland Conservation Compliance for Farm Bill Programs.
CCC-931 ADJUSTED GROSS INCOME	Needed for all participants to self certify AGI limitations for Farm Bill Programs
NRCS CPA-1200 CONSERVATION PROGRAM APPLICATION	This is the application for FRPP. All participants need to sign. The entity is not the applicant on the form, it's the landowner.